

College of Coastal Georgia Bookstore Charge Voucher

Account	Fund	Department	Program	Class	Project

Date of pickup of items: _____

Name of Account to Charge: _____

Requesters email to contact upon approval: _____

Requesters Name: _____

Description:

Item to Purchase	Purpose/Use of Item (i.e. student workers, orientation, etc)	Quantity	Unit Price	Total Price

Amount Total: \$ _____

Dept. Approval: _____

Date Submitted to Business Services: _____

Business Services Approval: _____

Approved Date: : _____

GUIDELINES/PROCESS:

- Fill out form in entirety and have Dept Approval Signed
- Turn in form to Business Services for approval or electronically to lmoyer@ccga.edu
- Business Services will email requestor with either approved/denied
- Print approved voucher and take to Bookstore to charge. **Must be approved prior to purchase**
- **Must be approved 3 business days prior to pick up**

NOT ALLOWED:

- Personal items for employee(s)
- Items that can be ordered directly from Central Stores
- No food or drink may be purchased